

CIA REQUISITION

Classification

TO: STOCK CONTROL BR. SUPPLY DIV.
Approved For Release 2001/07/28 : CIA-RDP78-03985A000400030033-5
WING C, QUARTERS EYE

SHT. 1 OF

Basis:

Degree of Sterility - Agency Government US Purchase US Mnfr. US Sterile

From:

Office to be contacted

Name:

Room:

Tele:

Authorized:

Date:

Title: Date:

Title:

Requisition Number:

Voucher

Number:

Account

Number:

Ship To:

Required

Date:

Project

Number:

Special Instructions:

Mark For:

ITEM NO. REQUISITION NO.

VOUCHER NO.

UNIT

ORDERED

RELEASED

ACTION

STOCK NUMBER AND DESCRIPTION:

SHIPPED

S - C-ALL.

DEPOT

RECEIVED

LOCATION

NO PKGS TYPE PKG PKG. NOS. UNIT WT TOTAL WT. UNIT CU. TOTAL CUBE UNIT PRICE TOTAL PRICE

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REQUISITION		OF	
CONTINUATION SHEET			

Fig. II

REQUISITION CONTINUATION SHEET

Used as a continuation of the Requisition Form (Fig. I).
This sheet has a maximum of eight "Line Item" stubs.

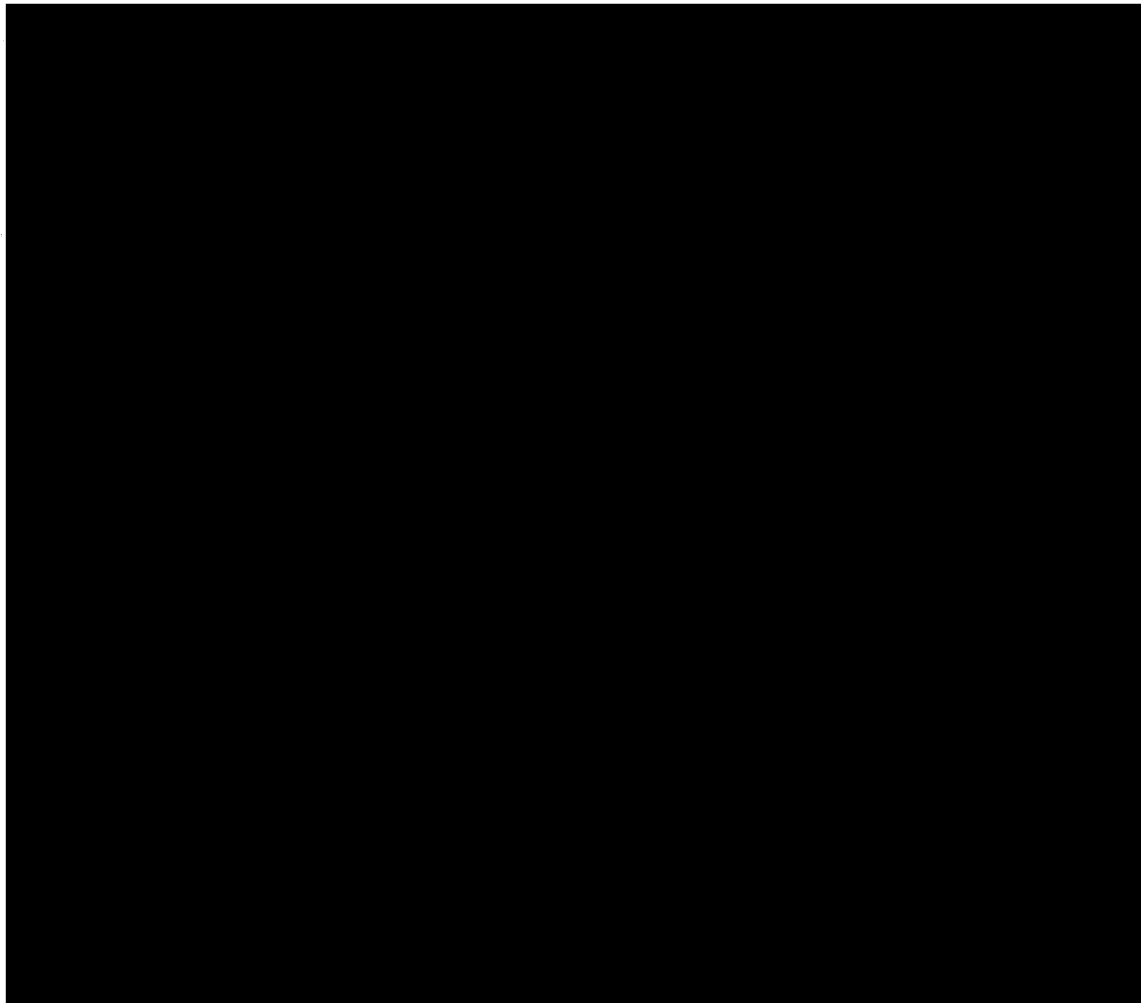
SHIPPING & RECEIVING DOCUMENT		CONSIGNOR		CONSIGNOR'S VOUCHER NO.	SHEET	SHEETS	
					OF		
VOUCHER DATE	DATE OF SHIPMENT	B/L NOS.	CAR INITIAL AND NO.	SEAL NO.			
TOTAL PKGS.	TOTAL WT.	TOTAL CUBE	PACKAGES SHOWN IN "TOTAL PKGS." WERE RECEIVED IN APPARENT GOOD CONDITION (except as noted on the reverse side hereof)				
			DATE	TALLY NO.	SIGNATURE OF INCHECKER		
			DATE	DEBIT VOUCHER NO.	SIGNATURE OF STOREKEEPER		

Fig. III

SHIPPING AND RECEIVING STUB

Used as a shipping order on depots.
As a packing list, where one is required.
As a basis for preparing the bill of lading.
As a basis for the stock record of the consignor and consignee.
As a tally-in by consignee.
The "Shipping and Receiving" stub is combined with the "Consignee" stub and necessary "Line Item" stubs in making shipments to consignees in the United States or to the overseas through commercial channels.

STATINTL



PURCHASE REQUEST		Approved For Release 2001/07/28 : CIA-RDP78-03985A000400030033-5 Voucher Number:		PAGE 1 OF	PURCHASE ORDER NO.
THRU:			TO:		
APPROVED _____ DATE _____			PROCUREMENT DIVISION, LOGISTICS OFFICE		
IT IS REQUESTED THAT THE ITEMS ENUMERATED BELOW, OR ON ATTACHED PAGES, BE PURCHASED.					
PREPARED BY:		APPROVED BY:		ACCOUNT CHARGE:	
DATE		CHIEF, STOCK CONTROL BRANCH		PROJECT CHARGE:	
I CERTIFY THAT THE ITEMS LISTED BELOW ARE PROPERLY CHARGEABLE TO THE FOLLOWING ALLOTMENT, THE AVAILABLE BALANCE OF WHICH IS SUFFICIENT TO COVER THE COST, AND FUNDS HAVE BEEN COMMITTED.					
APPROPRIATION SYMBOL:		ALLOTMENT SERIAL:		CERTIFIED:	
PROJECT & OBJECTIVE:		ESTIMATED \$ COST:		FISCAL OFFICER	
SHIP TO:			Packages shown in TOTAL PACKAGES were received in apparent good condition. (EXCEPTIONS noted on reverse)		
			DATE _____ SIGNATURE OF INCHECKER _____		
			Quantities shown in RECEIVED space, were received in apparent good condition		
			DATE _____ SIGNATURE OF RECEIVING CLERK _____		

Fig. V

PURCHASE REQUEST AND COMMITMENT STUB

Used to submit items to the Procurement Division.

The "Purchase Request and Commitment" stub combined with the "Receiving" stub (as above) is used when shipment is to be made to a depot prior to reshipment to original consignee.

The "Purchase Request and Commitment stub combined with the "Consignee" stub is used when shipment is to be made direct to the original consignee.

NOTICE OF DUE-OUT ESTABLISHED	FROM: STOCK CONTROL BRANCH SUPPLY DIVISION WING C - QUARTERS EYE	DATE	SH. OF
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Fig. VI

NOTICE OF DUE-OUT ESTABLISHED

Used as a notice to consignee of a delay in shipment.

Used as a basis for establishing due-out.

The "Notice of Due-Out Established" stub is combined with the "Consignee" stub and necessary "Line Item" stubs.

NOTICE OF CANCELLATION	FROM: STOCK CONTROL BRANCH SUPPLY DIVISION WING C - QUARTERS EYE	DATE	SH. OF
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Fig. VII

NOTICE OF CANCELLATION

Used as a notice to the requisitioner that items are not to be supplied.

Used as a basis for deleting items from the original requisition.

The "Notice of Cancellation" stub is combined with the "Consignee" stub and necessary "Line Item" stubs.